



## Michigan Supreme Court

State Court Administrative Office

### Trial Court Services Division

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone 517-373-4835

Steven D. Capps  
Director

DATE: October 2, 2008

TO: Chief Circuit Court Judges  
Presiding Family Division Judges  
Chief District Court Judges  
cc: Circuit Court Administrators  
Family Division Administrators  
District Court Administrators  
County Clerks  
Juvenile Registers  
Friends of the Court

FROM: Elizabeth A. Barber, Trial Court Collections Project Manager

RE: Orders to Remit Prisoner Funds

---

The Michigan Department of Corrections (MDOC) soon will be regionalizing its business office functions. Every Order to Remit Prisoner Funds for Child Support (FOC 112), Order to Remit Prisoner Funds for Fines, Costs, and Assessments (MC 288), and Satisfaction of Financial Obligation (MC 290) will be handled by the MDOC's Region III business office instead of each individual institution processing the forms.

Beginning November 1, 2008, courts should send a copy of forms FOC 112, MC 288, and MC 290 to:

Michigan Department of Corrections  
Regional Business Office  
Court Order Processing  
4000 Cooper Street  
Jackson, MI 49201  
Fax: 517-780-6039

Courts should continue to send a copy of the forms to the prisoner at the facility at which he or she is housed.

If you have any questions, please contact me at 517-373-5895 or [BarberB@courts.mi.gov](mailto:BarberB@courts.mi.gov) or Bill Bartels at 517-373-2468 or [BartelsB@courts.mi.gov](mailto:BartelsB@courts.mi.gov).